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**U.S. DEPARTMENT OF COMMERCE**

Eastern Administrative Support Center  
Norfolk Federal Building  
200 Granby Street, Room 815  
Norfolk, VA 23510

January 8, 2003

MEMORANDUM FOR: All Employees Represented by an Exclusive Union  
*Kathleen M. Carlson*  
FROM: Kathleen M. Carlson  
Human Resources Manager  
SUBJECT: Annual Notice of Right to Union Representation  
At Certain Meetings with Management Representatives

Section 7114(a)(3) of Title 5, United States Code, requires that employees in exclusive bargaining units be informed annually of their right to union representation at certain meetings with management representatives.

Accordingly, you are hereby informed that the exclusive union shall be given the opportunity to be represented at any examination of a bargaining unit employee by a management representative in connection with an investigation if:

1. The employee reasonably believes that the examination may result in disciplinary action against the employee; and
2. The employee requests representation.



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